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REQUEST FOR APPLICATIONS (RFA): #0514-05

District of Columbia
Office of Grants Management
Department of Human Services

Income Maintenance Administration

Home Visits to TANF Sanctioned Customers

DHS/IMA invites the submission of Applications for Funding through the Temporary Assistance for Needy Families (TANF) Program under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Announcement Date: August 13, 2004
RFA Release Date: August 20, 2004

Application Submission Deadline: October 15, 2004

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

N O T I C E

PRE-APPLICATION CONFERENCE

WHEN: *Friday, September 10, 2004*

WHERE: *Income Maintenance Administration (IMA)
645 H Street, NE - 5th Floor Conference Room
Washington, DC 20002*

TIME: *10:00 a.m. – 12:00 p.m.*

CONTACT PERSON: *Jason Perkins-Cohen
Income Maintenance Administration
Office of Performance Monitoring
645 H Street, NE Suite 5600
Washington, DC 20002
(202) 698-3900*

Checklist for Applications
Home visit grant to Community-Based or Faith-Based Organizations

- ❑ The applicant organization/entity has responded to all sections of the Request for Application.
- ❑ The Applicant Profile, found in Attachment A, contains all the information requested.
- ❑ The Certifications and Assurances listed in Attachments B and C are complete and contain the requested information.
- ❑ The application is submitted with two original receipts, one copy found in Attachment D. The attachment is affixed to the outside of the envelope or package for Office of Grants Management's approval upon receipt.
- ❑ The Program Budget is complete and complies with the Budget form in Attachment E of the RFA. The budget narrative is complete and describes the category of items proposed.
- ❑ The application is printed on 8½ by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins.
- ❑ The program narrative section is complete and is within the twenty (20) page limit for this section of the RFA submission.
- ❑ The applicant is submitting the required six (6) copies of its application, including an original and five (5) copies.
- ❑ The application format conforms to the "Application Format" listed in Section VI, page 12 of the RFA.
- ❑ The appropriate appendices, including program descriptions, staff qualifications; individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- ❑ The application is submitted to Office of Grants Management no later than 4:30 p.m., EST on the deadline date of October 15, 2004
- ❑ Appendices are included in the application submission.

TABLE OF CONTENTS

	Page
SECTION I GENERAL INFORMATION	1
Introduction	1
Target Population	1
Pre-Application Conference	2
Explanations to Prospective Applicants	2
Eligible Organization/Entities	2
Source of Grant Funding	2
Award Period	3
Grant Awards and Amounts	3
Contact Person	3
Internet	3
SECTION II PROGRAM SCOPE	3
Overview of TANF Welfare to Work Initiatives	4
Customer Population	6
General Grantee Responsibilities	6
Relaying Information	7
Confidentiality of Records	7
Reporting Requirements	8
Optional Services	9
SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENT	9
Use of Funds	9
Certifications and Assurances	9
SECTION IV GENERAL PROVISIONS	9
Insurance	9
Audits	9
Nondiscrimination in the Delivery of Services	10
SECTION V REVIEW AND SCORING OF APPLICATIONS	10
Review Panel	10
Scoring Criteria	10
Decision on Awards	11

**District of Columbia
Department of Human Services
Income Maintenance Administration**

Request for Applications (RFA): #1514-05

Home Visits to TANF Customers

SECTION I GENERAL INFORMATION

Introduction

The Department of Human Services (DHS), Income Maintenance Administration (IMA) is the lead agency in the District of Columbia for the implementation of the Temporary Assistance for Needy Families (TANF) program. The TANF program, which replaced the former Aid to Families with Dependent Children (AFDC) program, provides cash assistance to eligible low-income families with children.

Adult TANF recipients who do not meet various exemption criteria are required to participate in work-related activities designed to assist them in preparing for, finding, and retaining unsubsidized employment. Adults who fail to comply with work requirements may be subject to sanctions that remove the adult's benefits from the family's grant, thereby reducing the overall level of cash assistance available to the family.

Through this RFA, DHS seeks to direct targeted assistance to TANF recipients who have been sanctioned for failure to comply with work requirements and certain other recipients whose lack of progress in the District's TANF Employment Program (TEP) has raised concern about their ability to transition from welfare to work. DHS is seeking to award grants to non-profit, community and faith-based organizations with offices within the District who can assist DHS in encouraging TANF recipients to re-engage in work activities or find services to address barriers to work or to provide proof of exemption from work requirements. Successful applicants will conduct a series of home visits with these families to explore factors resulting in sanction and/or failure to transition from welfare to work and help them to reengage in activities and/or address their barriers to work. DHS is seeking applicants who will do more than just visit homes and make referrals for services. Instead, DHS seeks to find applicants who will be able to develop a relationship with customers so it will be able to follow up with them to make sure that they received the service desired and are making progress.

Target Population

The target populations for these funds are adult TANF customers residing in the District of Columbia who are required to participate in welfare to work activities but who have either chosen not to comply with requirements or who are unable to comply with these requirements.

In June 2004, there were over 3,100 adults sanctioned in the District for failure to comply with work requirements. A significant proportion of these individuals never attended a welfare to work program, or were active and in good standing with the program for some period of time before they stopped participating and became noncompliant. Others are meeting minimum participation requirements but are not making adequate progress toward finding unsubsidized employment.

Research indicates that long-term sanctioned recipients are more likely to have barriers to work such as physical or mental disabilities, incapacitated family members, substance abuse problems, domestic violence issues or low education or literacy levels or poor self esteem.

Pre-Application Conference

The Pre-Application Conference will be held on Friday, September 10, 2004, from 10:00 a.m. to 12:00 p.m., at the Income Maintenance Administration (IMA), 645 H Street, N.E., 5th Floor Conference Room, Washington, DC, 20002. Contact person: Jason Perkins-Cohen.

Explanations to Prospective Applicants

Applicants are encouraged to mail or fax their questions to the contact persons listed above on or before September 30, 2004. Questions submitted after September 30, 2004 will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

Eligible Organizations/Entities

Applications are requested from not-for-profit community-based organizations in the District of Columbia that have strong ties to the communities in which TANF customers reside. Faith-based organizations, such as churches, synagogues, and mosques, or religiously based social service affiliates of such organizations, are also encouraged to apply. **Entities who are under contract with the Department of Human Services to provide employment services to TANF customers are not eligible to apply for this grant.**

Source of Grant Funding

Funds are being made available through the Temporary Assistance for Needy Families (TANF) block grant administered by the Department of Human Services, Income Maintenance Administration.

Award Period

The grant award will be for an initial period not to exceed one year from the date of the award. Based upon satisfactory performance and availability of funds, two one-year renewable options may be offered.

Grant Awards and Amounts

DHS intends to award one or more grants to organizations that will provide home visits to TANF customers as outlined in the Program Scope in Section II of this RFA. The total amount available for the grants is \$1,200,000.

Contact Persons:

For further information, please contact:

Jason Perkins-Cohen, Supervisory Program Monitor
Income Maintenance Administration
Office of Performance Monitoring
645 H Street, NE
Suite 5600
Washington, DC 20005
Phone (202) 698-3900
Fax (202) 698-6404
Email: jcohen@ima.dcgov.org

Internet

Applicants who obtained this RFA through the Office of Partnerships and Grants Development web-based Grants Clearinghouse at the following link: www.opgd.dc.gov , shall provide the Office of Grants Management with the following information;

- Name of organization;
- Key contact;
- Mailing address; and
- Telephone and fax numbers.

This information shall be provided so that the applicant will receive updates and/or addenda to the application.

SECTION II PROGRAM SCOPE

DHS/IMA seeks to provide grants to organizations that have strong ties to the communities in which TANF customers reside. Each successful applicant will be expected to make contact with sanctioned clients and accomplish the following:

- Help clients to re-engage in approved welfare to work activities when appropriate;
- Identify barriers to employment such as substance abuse problems, domestic violence situations and/or learning disabilities;
- Identify social stabilization needs of clients (e.g., assistance with housing, utilities, medical needs, legal problems, issues faced by children, etc.);
- Make referrals to additional sources of services and supports and facilitate the receipt of such services; and
- Identify clients who should be exempt from work participation requirements due to a medical incapacity or family circumstances.

The goal of the home visiting program is to discover the reason why the individual became noncompliant or has not progressed, help address the issue if there is one, and reconnect the individual to DHS/IMA's welfare to work program, if appropriate. Grantees may use a variety of means to determine the customer's reason for noncompliance and barriers to employment. One of the primary tools to gather information is through conducting an in-depth assessment. A detailed, standardized assessment will give the grantee the opportunity to raise various issues and have the customer respond directly to them. Nevertheless, while DHS will provide guidance and approval of the methods used to determine the assessment, vehicle given the nature of certain barriers to employment, the Grantee must expect that it will have to do more than just conduct the assessment to determine the customer's issues.

Once the Grantee has determined the customer's barriers, it must determine if it is appropriate for the customer to re-enter the TEP program. DHS expects that in the vast majority of cases, customers will be able to continue to participate in TEP while addressing their barriers. For those customers whose barriers are such that it requires immediate and undivided attention, the Grantee must help the customer find and access the needed service. Grantees will also find customers who should be exempt from work requirements due to their health or the health of a family member. Grantees must provide customers who may be exempt with information and material that will help them officially obtain the exemption from the DHS. IMA will provide the Grantees with more detailed information regarding the exemption criteria and how it is to be processed once the grant is awarded.

Overview of TANF Welfare to Work Initiatives

DHS/IMA contracts with private entities (vendors) to provide employment services to TANF customers. These vendors utilize a Work First model whereby the primary focus is on helping customers move quickly into an unsubsidized job. Vendors typically provide job readiness training, referrals to appropriate training providers, and job placement assistance.

Vendors receive referral lists from DHS/IMA each month indicating the name, address and phone number of each customer referred to it for services and are instructed to attempt to contact the customer and encourage them to participate. At the same time, referred customers receive a letter from DHS informing them that they have been referred to a welfare to work vendor and must contact the vendor and start participating in program activities. In this way the customer

and the vendor are both trying to contact each other to initiate services and maximize the likelihood that the customer will participate.

Many customers begin to participate soon after receiving their referral letter. Vendors conduct their own assessment of these customers and develop a plan with them that describes how they will move from welfare to work. After completing a multi-week job-readiness training course, vendors place customers in a full-time unsubsidized job. TEP vendors have placed nearly 10,000 recipients into employment since the program began in 1999.

Despite this success some customers do not enroll in the program while others start participating but drop out. A customer may become noncompliant from the program for four reasons:

- She/he fails to participate with the vendor;
- She/he participates with the vendor but does not do so for the required number of hours per week and does not have good cause for doing so;
- She/he stops participating with the vendor for two consecutive weeks without good cause; or
- She/he fails to accept a job or quits a job without good cause.

When a customer becomes noncompliant, vendors are required to make at least three attempts at re-engaging the customer using two different methods of contact. If the customer does not respond to the vendor's efforts, the vendor may request that DHS sanction the individual.

It is important to note that vendors only have the authority to recommend a customer for sanction. It is DHS that actually imposes the penalty and this only can occur after it has sent a notice to the customer indicating that her/his grant will be reduced due to failure to comply with work requirements. The notice also indicates what steps can be taken to avoid the imposition of the sanction.

While in some states a sanction for noncompliance cuts the family off of assistance completely, in the District, the sanction only removes the adult from the grant leaving financial assistance available to the children. If the customer comes into compliance prior to the effective date of the sanction, the sanction is not imposed. If the customer comes into compliance after receiving reduced benefits, the sanction is lifted and the family will receive full benefits in the following

month. Despite these procedures, a large number of TANF customers are sanctioned, and many continue to fail to comply with program requirements even after the sanction is imposed.

DHS first awarded grants to conduct home visits to determine the reasons customers fail to comply with program mandates in July 2000. As of May 2004, more than 12,000 customers have been referred to a home visiting organization. Over 58% of the completed cases had a successful outcome. When serving this complex population, successes can take many forms. For example, 27 % received services to help them fully participated in welfare to work

services, while another 15 % had already found employment. An additional 16 % were found to be exempt from looking for work.

Customer Population

IMA will refer TANF customers to each grantee, each month. DHS may refrain from providing referrals in a month if it finds that the grantee has not completed a large number of the previous referrals. When it makes referrals, IMA will provide the grantee the following information about the customer:

- Basic demographic information including name, address, and phone number, if available;
- The most recent date the customer was referred to a work program and date of last participation, if any; and
- The most effective date of the most recent sanction, if any.

General Grantee Responsibilities

The grantee will be responsible for contacting referred customers for the purposes outlined under Program Scope above. Grantees will be expected to attempt at least three in-person contacts with the client before closing a case because of inability to establish contact with the client. At least one home visit must be conducted outside of regular business hours. Regular business hours are defined as 7:00 am to 6:30 pm, Monday through Friday. Once contact has been made, subsequent interactions may occur in the manner most beneficial to the client, which may include additional home visits, office visits, or other interactions. DHS expects that the Grantee will have completed the three contact attempts within 30 days of the referral if the Grantee is unable to make contact with the customer. Grantees may work with the customers referred to them for up to 60 days from the date the grantee successfully makes contact with the head of the household, and may work with the customer for another 30 days (for a total of 60 days) with the approval of IMA.

Additionally, grantees will be required to:

- Conduct an assessment of barriers to employment/participation faced by individuals assigned to the grantee. An assessment instrument will be provided by DHS and will include topics such as domestic violence, substance abuse, and learning disabilities. As a condition of the grant, grantee staff will be expected to attend training regarding how to

conduct the assessment and instructed on the appropriate steps to take if barriers are uncovered;

- Provide DHS on a monthly basis information in report form regarding the social support needs and barriers to employment that prohibit sanctioned clients from successfully transitioning from welfare to work;
- Coordinate with DHS and the employment vendors regarding supportive needs of clients identified through the home visits; and
- Make referrals and ensure that the customer accesses to additional sources of services and supports, including the Program on Work, Employment and Responsibility program (POWER), as appropriate. .

Applicants must indicate the number of customers the organization would be able to serve in the manner prescribed in this section. Applicants must demonstrate how their community ties and organizational and staff experience will enable them to meet the goals of this program. The applicant must indicate its knowledge and familiarity with the particular community(ies) it proposes to serve, including the resources of that community and the challenges that may hinder the ability of TANF customers residing in that community to leave welfare and become self-sufficient through employment. The applicant shall demonstrate its community ties by submitting letters of support from community organizations and/or advocacy groups.

A. Relaying Information

In its proposal, the applicant must demonstrate the ability to contact each referred sanctioned customer and conduct at least three (3) home visits, if necessary, with the customer. The applicant must demonstrate the organization's ability to:

- Explain the reason for the home visit/contact to the referred customer. DHS will provide grantees with sample scripts that may be used;
- Explain the reason for the customer's sanction, its financial impact and how the customer may have the sanction lifted;
- Conduct an assessment of the barriers to employment which may exist and determine whether the individual may qualify for a work program exemption or for the POWER program;
- Assist those customers who present good cause circumstances for inconsistent participation in work activities to demonstrate their eligibility for an exemption or POWER referral;
- Assist the customer to identify the steps she/he must take to end dependence on TANF including but not limited to actively pursuing services offered by an assigned vendor or other appropriate service provider;
- Communicate with DHS and employment vendors regarding service needs and barriers identified through the home visits; and
- Make referrals to additional sources of services and supports, as appropriate.

The customer shall be requested, but may not be required, to sign an acknowledgement of the home visit and the information or issues presented and/or discussed. At the conclusion of the visit, the visitor should leave contact information with the customer.

B. Confidentiality of Records

Information concerning customers is strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS. Specifically, the applicant must agree to and abide by the following conditions:

- TANF customer records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. TANF customer records may not be divulged to unauthorized persons.
- No person receiving information concerning a TANF customer shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (D.C. Law §16-2363).
- All project staff, including volunteers, prior to engaging in work with TANF customers and their families, shall sign a confidentiality statement. The applicant entity shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person who will be working on the Home Visits to TANF Customers project.

C. Reporting Requirements

Grantees will be responsible for reporting to DHS the following information twice each month:

- Date(s) and time(s) of all attempted and completed home visits;
- Dates, times, and types of other attempted contacts;
- The results of the assessment and, whether and upon what basis the individual is potentially eligible for a work exemption or POWER referral;
- What, if any, barriers to participation and related solutions to overcoming those barriers were identified/discussed;
- Whether the customer was advised to contact his/her case worker or employment vendor, or referred to other sources to explore/begin these actions and steps;
- What actions the customer indicated would be performed and the relevant timeframe;

- What actions, if any, were taken by the grantee to assist the client in resolving problems impacting their capacity to fully engage in work, or to qualify for a work exemption or POWER referral;
- What, if any, circumstances exist that indicate ineligibility for ongoing assistance; and
- Other relevant information the agency should know about the customer.

Reporting may require details for each referred individual as well as aggregate reporting of semi-monthly accomplishments. The format for reporting may be prescribed by DHS and will be required to facilitate prompt review of grantee accomplishments in support of payment.

DHS has developed a database to store and report data in ACCESS. Grantees should have computer systems that support this database and staff on hand who will have the ability to use the system appropriately.

D. Optional Services

Applicants may propose services, in addition to the home visits, they would offer to sanctioned customers. Therefore, proposals may indicate what, if any, additional or follow-up services the grantee proposes to provide referred customers. If additional services are proposed the applicant must indicate:

- How long, and under what circumstances, such services would be provided; and
- How such services would meet the goals of the grant.

Semi-monthly reports to DHS must include details concerning follow-up services the grantee provides to customers.

SECTION III PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA, and cannot be used to provide direct financial assistance to TANF clients and their families.

Certifications and Assurances

Applicants, or a representative from the collaborating incorporated organization, shall complete and return the Certifications and Assurances listed in Attachments B and C with the application submissions.

SECTION IV GENERAL PROVISIONS

Insurance

The applicant when requested must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFA must show proof of insurance prior to receiving funds.

Audits

At any time or times before final payment and three (3) years thereafter, the District may have the applicant's expenditure statements and source documentation audited.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving TANF funds.

SECTION V REVIEW AND SCORING OF APPLICATIONS

Review Panel

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS/IMA shall make the final funding determinations.

SCORING CRITERIA

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A Program Design (Total 40 Points)

1. The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program requirements presented in the Program Scope.
(10 Points)

2. The proposal clearly describes how the proposed program will encourage TANF customers to take the steps necessary to become employed and end dependence on TANF. For those customers unable to work the proposal clearly specifies how it will help customers and describe how it will follow through with referrals to other agencies ensuring that customers receive the intended service and are making progress.
(30 Points)

Criterion B Organizational Capability and Relevant Experience (Total 35 Points)

1. The applicant must demonstrate the knowledge and experience relevant to the service applied for and in serving the target population.
(10 Points)
 - The applicant provides documented community ties, experience (e.g. linkages with community-based organizations) working with the target population, and the capacity to successfully meet the responsibilities associated with this grant.
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated.
(10 Points)
 - Applicant has identified and has demonstrated an understanding of issues affecting the target population.
 - Letters of support from community and/or advocacy groups are provided.
3. The applicant has qualified staff with the training and experience to conduct home visits (or related activity) and help address customer's barriers to participation and employment. The applicant also has the technical capability to manage a database in Access and produce required reports for DHS.
(15 Points)

Criterion C Sound Fiscal Management and Reasonable Budget (Total 20 Points)

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds to support organization.
(10 Points)
2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives.
(10 Points)

Criterion D Overall Feasibility of the Project (Total 5 Points)

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that

the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities.

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services, Income Maintenance Administration (IMA). The final decision on awards rests solely with DHS/IMA. After reviewing the recommendations of the review panel and any other information considered relevant, DHS/IMA shall decide to which applicants to award funds and the amounts to be funded.

SECTION VI APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**3 pages**)
- Project Narrative (**Not to exceed 20 pages**)
- Certifications and Assurances (**Not counted in page total, See Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, See Attachment E**)
- Appendices (Resumes, Organization Chart, Position Descriptions) (**Not counted in page total**)

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer or more pages than recommended for that section. However, the maximum number of pages for the total application **cannot exceed 30 double-spaced pages (*the entire document must be double-spaced – including bullet items*) on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.**

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Target populations to be served;
- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Number of non-duplicated clients to be served; and
- Need for and proposed impact of the project;

Program Budget and Budget Narrative

A standard budget form is provided in Attachment E. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

Certifications and Assurances

Applicants shall provide the information requested in Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statement;
- Indication of nonprofit corporation status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); and
- Planned job descriptions (if applicable).

SECTION VII LIST OF ATTACHMENTS

Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipts
Attachment E	Budget
Attachment F	Work Plan
Attachment G	Collaboration Commitment Form

Attachment A

Home Visits to TANF Sanctioned Customers

Grant FY 2005

RFA #1514-05

Applicant Profile

Applicant Name: _____

TYPE OF ORGANIZATION

Small Business _____ Non-Profit Organizations _____ Other _____

Contact Person: _____

Office Address: _____

Phone/Fax: _____

Program Description: _____

BUDGET

Total Funds Requested: \$ _____



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer**



**Certifications Regarding
Lobbying; Debarment, Suspension and Other Responsibility
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts

under grants and cooperative agreements, and subcontracts) and that all sub--recipients shall certify and disclose accordingly.

2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
 - (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

1. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
 - (b) Establishing an on-going drug-free awareness program to inform employees about—**

- (1) The dangers of drug abuse in the workplace;**
- (2) The applicant's policy of maintaining a drug-free workplace;**
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
 - (1) Abide by the terms of the statement; and**
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;**
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Research and Analysis, 441 4th Street, NW, 400 South, Washington, DC 20001. Notice shall include the identification number(s) of each effected grant;**
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
 - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e),. and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

Place of Performance (Street address, city, county, state, zip code)

Drug-Free Workplace (Grantees who are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67 615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and**
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:**

Office of Research and Analysis, 441 1th St., NW, Suite 400 South, Washington, DC 20001.

**As the duly authorized representative of the applications,
I hereby certify that the applicant will comply with the above certifications.**

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Federal Tax Identification No.

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date



ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

- 1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.**
- 2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.**
- 3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).**
- 4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.**
- 5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.**
- 6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.**
- 7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.**
- 8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the**



9. **Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.**
10. **It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.**
11. **It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.**
12. **It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.**
13. **It will comply, and all its contractors will comply, with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.**
14. **In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of**



funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.

- 15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.**
- 16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.**

Signature

Date

Attachment D

**Department of Human Services
Office of Grants Management
64 New York Avenue, N.E. Sixth Floor
Washington, DC 20002**

Contact: Priscilla Burnett (202) 671-4398

**Home Visits to TANF Sanctioned Customers Grant
FY 2005**

THE OFFICE OF GRANTS MANAGEMENT (OGM) IS IN RECEIPT OF AN APPLICATION
FROM:

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone/Fax)

(Program Area)

(Amount Requested)

OGM USE ONLY Please Indicate Time:

APPLICATION and _____ COPIES.

RECEIVED ON THIS DATE / /2004

Received by: _____

APPLICATIONS RECEIVED AFTER 4:30 PM

WILL NOT BE FORWARDED TO THE REVIEW PANEL

Attachment E**BUDGET**Home Visits to TANF Sanctioned Customers Grant FY 2005

Agency:
Service Area:
Budget:

Date of Submission:
Project Manger:
Telephone #:

CATEGORY	ADMINISTRATION	PROGRAM SERVICE	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Subtotal Direct Costs			
Indirect/Overhead			
TOTAL:			

MAY BE SINGLE-SPACED

Attachment F**WORK PLAN**

Home Visits to TANF Sanctioned Customers Grant FY 2005

Agency	Submission Date
Ward	Project Manager
Budget \$	Telephone #
Measurable Objectives/Activities	
1. Objective:	
Activities:	
2. Objective:	
Activities:	

Please make copies if necessary.**MAY BE SINGLE-SPACED**

ATTACHMENT G

Home Visits to TANF Sanctioned Customers FY 2005

Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organizations. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):

Name:

Address:

Telephone & Fax Number: _____

Describe Collaboration(s): (Use additional blank sheets if needed.)

The signatures below indicate that these organizations have collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.

Authorized Representative(s)

Type Name(s): _____ Tel.: _____

_____ Tel.: _____

Signature(s) _____ Tel: _____

Date: _____

MAY BE SINGLE-SPACED

